

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.397
	STATE OF HAWAII	3.398
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Minimum Qualification Specifications
for the Classes:

CHILDREN AND YOUTH PROGRAM SPECIALIST III, IV & V
(CHILDREN & YUTH PRGM SPCLT III, IV & V)

Basic Education/Experience Requirement:

Graduation from an accredited four (4) year college or university with a baccalaureate degree.

Excess work experience as described below in the experience section or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities equivalent to those normally acquired in four (4) years of successful study leading to a baccalaureate degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided below, applicants must have had progressively responsible experience of the kind, quality and in the amounts shown below, or any equivalent combination of training and experience:

Class Title	General Experience (Yrs)	Specialized Experience (Yrs)	Total Experience (Yrs)
Children & Youth Prgm Spclt III	1-1/2*	0	1-1/2
Children & Youth Prgm Spclt IV	1-1/2	1	2-1/2
Children & Youth Prgm Spclt V	1-1/2	2	3-1/2

General Experience: Progressively responsible professional analytical work experience which demonstrated the ability to analyze programs, budgets, services, facilities, manpower requirements, operations or organizations to determine their effectiveness, achievement of program objectives, cost factors, and to participate in planning for future needs or for related management purposes. The experience must

have demonstrated the ability to identify information needs, collect and analyze data, identify alternatives and their advantages and disadvantages, develop logical recommendations for a course of action, read and comprehend complex material such as State statutes and/or federal regulations and draft comprehensive reports of findings and recommendations. Persons in direct services programs may be accepted if there is evidence of continuing responsibility for analytical work as described above (viz, as a staff assistant responsible for analyzing the assigned program area and recommending improvements in operations or as a supervisor whose work included the evaluation and monitoring of the progress of the assigned program area or function and preparing reports of progress and plans for the assigned work or function). Such experience need not have been at the fully competent (independent worker) level; however, at least one (1) year of the experience must have been at, at least, an advanced trainee level and in a position involving budget/program evaluation, planning, or management/organizational analysis. Experience as an advanced trainee in such programs is characterized by the performance of a variety of simple to moderately difficult work assignments to apply principles of program analysis learned in assisting senior staff; and as part of the work-training processes performing research and analysis of selected limited assignments with guidance available for more difficult and complex assignments.

*For the class Children and Youth Program Specialist III, at least six (6) months of the applicant's experience must have demonstrated some familiarity with human service organizations (including those providing services to children and youth, age 0 to 24 years), and characteristics of children and youth and their development. This experience may have been gained concurrently with the general experience or while serving in another position, either on a paid or volunteer basis and which may have been either full-time or part-time.

Specialized Experience: Progressively responsible professional analytical work experience in a program or agency servicing children and youth which provided knowledge of the needs and characteristics of children and youth and which demonstrated the ability to conduct studies and analysis of services, programs, and problems and needs of children and youth, conduct operational studies, and prepare reports of findings and recommendations. Such experiences must have demonstrated the ability to identify information needs, collect and analyze data, identify alternatives and their advantages and disadvantages, develop logical recommendations for a course of action, read, comprehend, study and analyze material such as laws, directives, guides and instructions on services to children and youth and draft comprehensive reports of findings and recommendations.

Non-Qualifying Experience:

Clerical or paraprofessional (technical work performed in support of professional practitioners) work, although such work may have been done in children and youth programs, is not qualifying.

Substitutions Allowed:

1. In addition to meeting the minimum educational requirement, applicants with a bachelor's degree from an accredited college or university in psychology, sociology, education, human development or a related social or behavioral science which included coursework in human service organizations and their services including services to children and youth or in human physical, mental/emotional or social development, may be considered to have satisfied the requirement for the six (6) months of asterisked (*) experience.
2. Satisfactory completion of all academic requirements for a master's degree in business administration, public administration or urban or regional planning or a related field which provided knowledge of principles and techniques of management and administration with emphasis in the application of research and analytical methods and techniques may be substituted for one (1) year of the General Experience. However, this may not be substituted for the asterisked (*) experience.
3. Satisfactory completion of all academic requirements for a master's degree from an accredited college or university in human development, sociology, psychology, social work, education or a related social or behavioral science which provided knowledge of human services programs particularly those relating to services to children and youth or the needs and characteristics of children and youth and which emphasized the application of research and analytical methods may be substituted for one (1) year of the General Experience including the six (6) months of asterisked (*) experience required for the class Children and Youth Program Specialist III or for six (6) months of General Experience, and six (6) months of Specialized Experience for the classes Children and Youth Program Specialist IV and V.
4. Excess Specialized Experience may be substituted for the General Experience, including the asterisked (*) experience requirement.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

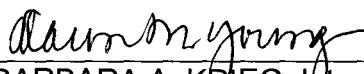
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes CHILDREN AND YOUTH PROGRAM SPECIALIST III, IV, and V (CHILDREN & YOUTH PRGM SPCLT III, IV and V), which were approved on June 1, 2007.

Date Approved: 1/17/2012


for BARBARA A. KRIEG, Interim Director
Department of Human Resources Development